



# EPA Region 4 EQUS Quick Start Guide

The Superfund Program in EPA Region 4 uses EQUS 7 Enterprise to provide access to their environmental sampling data. This guide provides a summary of important documents for environmental data submission and a brief overview of how to access the EPA Region 4 Enterprise site.

## Important Documents

The Environmental Data Submission procedural (SEMDPROC-009-R0) outlines how to prepare and submit EQUS EDDs for EPA Region 4 and includes the following supporting reference documents:

- *EPA Region 4 EDD Format File Guide* – Provides detailed information for the creation of the EDD files that are required to be submitted.
- *EPA Region 4 EQUS Data Processor Reference Manual* – Provides the information needed to download, install, and maintain the EDP software, as well as how to use the software to proof EDDs and create data packages.

Obtain the procedural and guidance documentation at the EPA Region 4 website:

<https://www.epa.gov/superfund/region-4-superfund-electronic-data-submission>

## EQUS Stand-Alone EDP and the EPAR4 Format

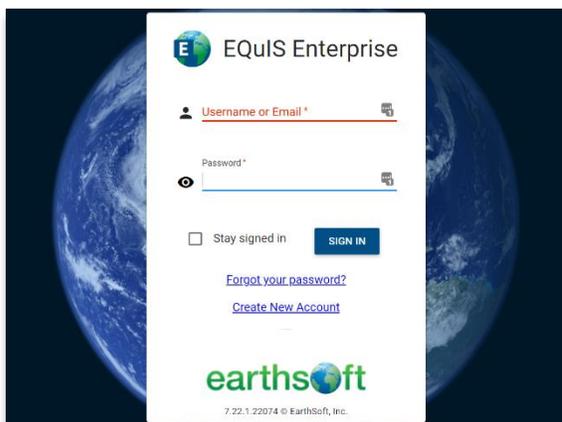
EPA Region 4 has upgraded to EQUS 7. All users should obtain the latest version of EDP 7 and the EPAR4 format file needed to submit data directly to the system.

- Obtain the EDP software, format file, and controlled reference values at: [earthsoft.com/products/edp/edp-format-for-epar4/](https://earthsoft.com/products/edp/edp-format-for-epar4/)
- Follow the EDP Reference Manual on how to install and register the EDP data checker for EPAR4.
- The Approval Code to obtain the software license keys is: **EPAR4-SESD-8617-2008-1**

## EQUS Enterprise

To submit data to the EPA Region 4 EQUS database, an EQUS user account must be created. The following steps describe the account creation process.

1. Go to <https://epar4.equisonline.com> to open the login page.
2. Select the **Create New Account** link to open a New User Registration window.



- a. Create your Username as:  
PL-your First Initial Last Name (e.g., PL-JDoe).

Please provide the following information to register for a new account. All fields are required.

User Name \*      Email Address \*

- b. Enter your email address. Click **Continue**.  
c. A confirmation code will be sent to your email address.

Please provide the following information to register for a new account. All fields are required.

User Name \*      Email Address \*

Check your inbox for an email from EQuIS with your confirmation code. Copy and paste the confirmation code into the field below.

Email Confirmation Code \*

First Name \*

Confirmation code has been sent

Password      Confirm Password \*

.....     

Company Name \*      City Name \*      Postal Code \*

- d. Copy and paste the confirmation code into the registration window.  
e. Fill in the remaining items. Click **Register** and receive this message.

You have successfully registered for an account. You will receive an email when your account has been activated.

- f. One you have created your new user account, email [R4DART@EPA.GOV](mailto:R4DART@EPA.GOV) with the site(s) for which you will be responsible to submit/view data. Your account will be manually activated, therefore there may be a delay in your account request and access approval.